

<b>SUBJECT:</b>	<b>SPECIAL OPERATIONS</b>
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### SPECIAL OPERATIONS COMPONENTS

- A. The following components make up the Special Operations of the SBI.
  - 1. Special Response Team
  - 2. Negotiators
  - 3. Hazardous Devices Unit
- B. Agents will be assigned to each of these components as noted throughout these procedures. Operational procedures are also noted within this section.

### SPECIAL RESPONSE TEAM MISSIONS

- A. The primary responsibility of the Special Response Team will be to provide strategic assistance to operations initiated by Agents of the State Bureau of Investigation. This assistance shall include warrant service, clandestine laboratory raids, surveillance and other Bureau initiated cases approved by the Special Agent in Charge of the District.

In addition, the Special Response Team, with the permission of the Special Agent in Charge, may respond to requests for assistance at a hostage incident or an aggressive barricaded felon who has used deadly force against law enforcement officers or the general public and is an imminent danger to the safety of others.

- B. Absent the most extreme and extenuating circumstances, the Special Response Team **Will NOT** respond to the following situations:
  - 1. Manhunts;
  - 2. Barricaded subjects who have not resorted to the use of deadly force against law enforcement or the public;
  - 3. Civil disturbances; or
  - 4. Non-Bureau surveillance, stakeouts, or warrant services.

### SPECIAL RESPONSE TEAM ORGANIZATION AND ADMINISTRATION

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- A. The SRT is composed of a command element, an East Squad, and a West Squad. The SRT Command element consists of a Team Leader and an Assistant Team Leader. Each squad will have a Squad Leader and an Assistant Squad leader. The remaining members under each squad will be designated according to job assignments as snipers or as utility Agents. There will also be an appropriate number of Tactical EMT Agents assigned to support the team in all training and missions.

At full strength there will be twenty-six (26) regular team members plus the EMT support personnel. One of the four snipers is designated as a Sniper Coordinator. One Agent will be designated as a Training Coordinator and one Agent will be designated as an Operations Agent.

- B. Organizational Chart

TEAM LEADER

ASSISTANT TEAM LEADER

EAST SQUAD

WEST SQUAD

Squad Leader

Squad Leader

Assistant Leader

Assistant Leader

Sniper

Sniper

Sniper

Sniper

Utility Agents (8)

Utility Agents (8)

Tactical EMT Agent

Tactical EMT Agent

- C. Administration of the SRT is the responsibility of the Assistant Director of Field Operations. The SRT Command Element will be approved by the Director. The SRT Command Element will make recommendations through the Assistant Director to the Director for all other positions following the guidelines set out in Membership Criteria and Selection Process.
- D. Upon activation, the ranking command member will, when possible, draw Agents from the squad closest to the mission, however, primary consideration will be given to the type mission, needs of that mission, and Agent availability.
- E. The responsibilities of the team members are set out below:

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1. TEAM LEADER: Team organization, training, equipment, operational deployments, records and overall administration. The Team Leader both directs and delegates to other leaders and squad members as he/she deems necessary for the proper administration and functional readiness of the team. The Team Leader or Assistant Team Leader will be physically present in the Command Post during hostage, barricade, or other situations where a formal Command Post operation has been activated.
2. ASSISTANT TEAM LEADER: Same as Team Leader and functions as Team Leader in Leader's absence.
3. SQUAD LEADER: Directs operation of the squad for both training and missions.
4. ASSISTANT SQUAD LEADER: Functions as Squad Leader in the Squad Leader's absence and leads Squad activities as directed by the Squad Leader.
5. OPERATIONS AGENT: Command Post operations and also assists the Team Leader and Assistant Team Leader in overall mission planning as needed.
6. TRAINING COORDINATOR: Provides assistance and logistical support to the Team Leader and the Squads in planning and coordinating training activities, documentation of individual, squad, and team training, and in maintaining team training records.
7. SNIPER COORDINATOR: Sniper training, and training records, sniper deployment and operation.
8. SNIPER: Deploys as directed to conduct surveillance, gather intelligence, cover team movements and entries, counter Sniper fire, and surgical fire. May be deployed as an observer for another Sniper to provide security for the Sniper/Observer team, provide relief as the Sniper, and provide intelligence as gathered by this team. Also may be deployed as a utility Agent when not being deployed as a Sniper.
9. UTILITY AGENT: Surveillance, intelligence gathering, entry on raids, arrests, searches, and rescue missions; may be deployed as an observer for a Sniper when necessary; other activities as may be directed. All SRT

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Agents are trained, and function within this role.

10. TACTICAL EMT: Provides medical support to SRT members, other Agents, law enforcement, and civilians as necessary. Is trained as a utility Agent in order to be able to function within the inner perimeter and move with the team as needed to provide immediate medical response within a hostile environment.

### MEMBERSHIP CRITERIA AND SELECTION PROCESS

A. Criteria for SRT membership is as follows:

1. A minimum of two years experience as a Bureau Field Agent, or two years of sworn status in the Bureau and possesses a demonstrated skill currently needed by the team;
2. Minimum passing score on the SRT physical fitness evaluation which will be conducted a minimum of once a year;
3. In compliance with Bureau firearms policy and score of 80% or higher on qualification courses;
4. Non-smoker;
5. Successful completion of psychological evaluation to be conducted biennially; and
6. Comply with all training requirements.

B. Membership application procedure is as follows:

1. Interested Agents submit a memorandum to their Special Agent in Charge with a copy to the SRT Leader; and
2. Special Agent in Charge forwards the request to the Assistant Director of Field Operations with recommendation.

NOTE: There are no restrictions on reapplying.

C. Selection process is as follows:

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1. Current Special Agent in Charge approval will be required;
2. Applicants will be considered as needed;
3. Applicants will submit to physical fitness and psychological evaluation;
4. Work performance and training records will be evaluated by the SRT Leader and Assistant Director of Field Operations. This will include personnel file information, performance evaluations and any use of force actions;
5. A squad vacancy is to be filled by an Agent residing within the corresponding geographic area;
6. Each applicant must participate in an applicant review process. This will include an interview board with board members selected by the SRT Team Leader with approval of the Assistant Director of Field Operations; firearms drills and combat shooting; and physical fitness drills which will also include the SRT Physical Fitness Evaluation.
7. The SRT Leader will review each applicant's information obtained through this process with the Assistant Director;
8. Recommendations will then be submitted to the Director for final approval;
9. Once selected there is a one year probationary period.

D. Resignations or Removals:

1. Any member may resign by submitting a memorandum to the Team Leader with a copy to the Assistant Director of Field Operations.
2. Failing to meet training requirements, firearms qualifications, physical fitness standards, psychological evaluation standards, job performance below good, or unsatisfactory mission performance could result in removal.
3. As necessary, the Director may remove a member upon the recommendation of the Assistant Director of Field Operations.
4. A removal may occur at any time during the probationary period for failure to meet any of the standards as set out in 2 above, or incompatibility with

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team concepts as determined by the Team Leader and with the approval of the Assistant Director of Field Operations.

5. A SRT member must turn in all SRT equipment to either the Logistics Support Section or their squad leader within ten (10) working days of resignation. The equipment shall be clean and serviceable.

### **SRT ACTIVATION AND OPERATIONAL CHAIN OF COMMAND**

- A. Requests for utilization of the SRT should originate through the District Special Agent in Charge, or designee, and must be approved by the appropriate Assistant Director. Concurrent arrangement for SRT backup should be made whenever the SRT is utilized.
- B. SRT Chain of Command is as follows:
  1. Whenever operational, squad members are under the command of the ranking squad leader;
  2. The ranking squad leader is under the command of the ranking SRT Command Group member; and
  3. The ranking SRT Command Group member is under the command of the Special Agent in Charge or the Director's designee. A Special Agent in Charge will be present at all hostage and barricade situations. All other missions require the presence of a Assistant Special Agent in Charge or above.

### **SRT TRAINING, FIREARMS QUALIFICATION, PHYSICAL FITNESS AND PSYCHOLOGICAL EVALUATION**

- A. Training
  1. Training time will not exceed 25% of the Agents standard on-duty time of 171 hours per 28 day work period; or approximately 42 hours per month, not to include travel time.
  2. Formal training sessions will be conducted on a monthly basis, alternating when possible, between full team training and squad training. Team training sessions will be scheduled according to the needs of that training

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session, but not to exceed the allotted training time without prior approval from the Assistant Director of Field Operations. Squad training sessions will be normally scheduled for one, but not more than two days, and within the geographic region of that squad in order to reduce travel and time away from his/her duty station.

3. Any allotted training time that is not utilized in formal sessions will be utilized by the Agent for individual skills such as firearms drills.
4. Agents will be allocated, and expected to fire, a minimum of 500 rounds of ammunition per month for firearms maintenance skills.
5. Agents are expected to attend all scheduled training sessions. Specialized training will be provided as required for specialized assignments or equipment, for new areas of responsibility, and for maintenance of these skills. Training will be scheduled and conducted according to criteria established by the SRT Training Standard Operating Procedure.
6. Failure to attend two consecutive squad or team training sessions will result in the Agent being utilized for administrative purposes only with the SRT. This status will continue until the Agent has successfully completed a training session where appropriate skill levels are displayed to the Team Leader's satisfaction.
7. Each Agent will complete a training form for training performed on an individual basis such as individual range time. This form is to be submitted on a monthly basis to the Team Leader or the designated Training Coordinator.
8. Training documentation will be completed for each session of squad and team training, and these records will be maintained by the Team Leader or his designee. These records will also be submitted for inclusion in each Agent's permanent training record in the SBI Training Section.
9. The Tactical EMT is required to hold a current EMT certification as prescribed by the Office of Emergency Medical Services, North Carolina Department of Human Resources. He/she will also be required to conduct all minimum training required to maintain certification and remain up-to-date on current procedures. The tactical EMT will also be recommended for training as an EMT-Tactical by the Casualty Care Research Center, Department of Military and Emergency Medicine, Uniformed Services

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University, Counter Narcotics Tactical Operations (CONTOMS).

10. The Tactical EMT will not be held to the same training standard required for other SRT Agents. He/she will be required to maintain proficiency as deemed appropriate by the SRT Team Leader, which will generally include attendance at team training sessions, and individual training time of approximately eight hours per month on related medical activities. The Tactical EMT will be required to meet the physical testing requirements of the United States Army Standard P.T. Test.

**B. Firearms Qualifications**

1. Team members will fire quarterly qualifying scores.
2. Qualification will be consistent with Bureau procedure with the exception of the qualifying score. A qualifying score is 90% or above.
3. Failure to meet qualification requirements will result in a member being placed on administrative duty for SRT operations. The member will undergo remedial firearms training. Reinstatement will be upon re-qualification. Consecutive failures to meet qualification requirements will result in removal from the SRT.
4. In addition to the above, snipers will submit monthly targets fired with the selected sniper weapon system to demonstrate proficiency and proper weapon maintenance and operation.

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5. Qualifying scores will be submitted quarterly. Failure to qualify with the sniper weapon system will result in removal as a sniper until such time as remedial training has been received and a qualifying score has been fired.
  6. Use of specialized weaponry will be by team members who are currently qualified with the specific weapon.
  7. Firearms qualification scores will be recorded on the appropriate Training and Standards form, F-9A and submitted to the training section.
- C. Psychological Evaluation
- Team members will undergo a psychological evaluation biennially, including an interview with a psychologist selected by the Bureau who will make a recommendation concerning fitness for assignment.
- D. Physical Fitness Evaluation
1. Team members will be evaluated as deemed necessary by the Team Leader, but not less than one evaluation per year on each of the events listed in 2., below.
    2. To successfully pass the evaluation, team members must complete the minimum requirements for each event as follows:
      - a. 3 mile team run in 28 minutes or less;
      - b. 40 sit-ups in 60 seconds;
      - c. 3 pull-ups, arms extended, palms forward;
      - d. While equipped in boots, helmet, and tactical ballistic vest, run a 40 yard sprint, go over a 6 foot wall, and then drag a 200 pound person or equivalent size dummy a distance of 60 feet within 45 seconds or less.
  3. Any Agent who fails a fitness evaluation will be

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categorized as having failed due to injury, or due to inadequate physical fitness. If injury related, the Agent will be evaluated at the first available fitness evaluation period, or upon release by a doctor for injuries requiring professional care. If the failure is fitness related, the Agent will also be evaluated at the first available fitness evaluation period, not less than thirty days, or more than sixty days from the date of the original test. Failure of the re-test will result in the Agent being removed from the team until a passing score can be achieved, and a review has been conducted by a review board appointed by the Team Leader with the approval of the Assistant Director of Field Operations.

**SRT EQUIPMENT**

- A. Individual items of equipment are assigned to each member of the team. The member is responsible for bringing these items to each mission. Assigned equipment is the responsibility of the individual member.
- B. Squad Items of Equipment
  - 1. Squad items are assigned to one or more members of the squad, usually the leader and/or assistant leader.
  - 2. Each squad will have at least one utility vehicle assigned to one member of each squad.
    - a. Squad equipment for missions will be stored and transported in this vehicle. The exception being when a squad item is assigned to a member without a vehicle. In this case, the member is responsible for the item the same as with individual equipment.
    - b. The vehicle will be utilized as necessary by squad members during a mission.
    - c. At least one complete set of individual equipment will be stored in the utility vehicle assigned to each squad.
    - d. Extra weapons, ammunition, diversion

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devices, chemical agents, signal devices, and any other equipment specified by the team leader will be stored in each utility vehicle. The number of each item will be determined by the team leader.

**SRT SNIPERS AND OBSERVERS**

- A. Selection will be from team members who volunteer. The SRT Team Leader will select the snipers and observers upon recommendations from Squad Leaders.
- B. Snipers deployed during a mission will be afforded opportunity for relief as the situation will allow.
- C. Authorized Use Of Sniper Fire:
  - 1. When deadly force is authorized by law to protect himself or a third person from the use or imminent use of deadly physical force; or
  - 2. Upon direct order of the Special Agent in Charge or the Director's designee. Such an order can only be given when the totality of circumstances cause the authorizing individual to judge that the suspect(s), by their actions and capabilities, pose an imminent threat to the sniper or a third person.

**MISSION OF NEGOTIATORS**

- A. The primary mission of the negotiator is to effect the safe release of a hostage or to facilitate a non-violent conclusion to a physical confrontation through negotiation.
- B. THE BUREAU'S POLICY IS TO NEGOTIATE AS LONG AS POSSIBLE!

**NEGOTIATORS' ORGANIZATION AND ADMINISTRATION**

- A. Each District will have at least two negotiators designated. One negotiator within the State will be designated Chief Negotiator.
- B. Administration of the Bureau's negotiator component will be the responsibility of the Assistant Director of Field

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Operations.

C. The Chief Negotiator will be responsible for planning. This will include training and negotiator development.

**NEGOTIATORS' SELECTION CRITERIA AND PROCESS**

- A. Criteria for selection is as follows:
1. A minimum of two years of experience as a Bureau Field Agent, or one year of Bureau sworn status and possession of a demonstrated skill currently needed by the team.
  2. Undergo a psychological evaluation, including an interview with a licensed psychologist or psychiatrist who will make a recommendation regarding fitness for assignment;
  3. Possess good verbal communication and problem solving skills; and
  4. Approval of the Agent's Special Agent in Charge.
- B. Selection process is as follows:
1. When a vacancy occurs within a District, the position is posted by memorandum.
  2. The approval of the Special Agent in Charge will be required.
  3. Work performance and training records will be reviewed by the Chief Negotiator and Assistant Director of Field Operations. This will include personnel file, performance evaluations and use of force actions.
  4. The applicant(s) will be interviewed by a Review Board. The Board will be comprised of the Assistant Director of Field Operations, the Chief Negotiator, a SRT representative and two current negotiators.

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5. Selected applicants will undergo psychological evaluation and upon selection will undergo psychological evaluation biennially.
6. Recommendations will be submitted to the Director for approval.

**NEGOTIATOR ACTIVATION AND CHAIN OF COMMAND**

- A. Requests for negotiators should originate through the Special Agent in Charge on the scene. Use within the district will require no additional approval.
- B. Requests for responses from other Districts should originate through the Special Agent in Charge with notification to the appropriate Assistant Director.
- C. Negotiators will be under the command of the responsible Special Agent in Charge or the Director's designee.
- D. Negotiation will not be activated without the presence of the Special Response Team unless the Director or designee determines the situation to be an exception.

**TRAINING FOR NEGOTIATORS**

- A. Biannual training will be conducted. Members are required to attend at least one of the sessions. This training should include specialized course work and simulations.
- B. Training should include joint training with SRT members at least once a year.
- C. Failure to meet training requirements will result in removal from negotiator status.
- D. Reinstatement will be after completion of subsequent training and upon displaying appropriate skills.

**NEGOTIATORS' EQUIPMENT**

- A. Specialized equipment will be assigned to the team members for maintenance and availability.
- B. It is the negotiators' responsibility to have the equipment available for use during a mission.

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**PLAN OF ACTION FOR RESPONDING TO BARRICADED SUSPECT(S), HOSTAGE SITUATIONS REQUIRING SRT ACTIVATION AND/OR MOBILE COMMAND CENTER ACTIVATION**

- A. Responsibility Of First Responding Agent:
  - 1. Immediate Actions:
    - a. React to protect life and property;
    - b. Establish liaison with local authorities and confirm jurisdiction;
    - c. Assess available information; and
    - d. Notify Special Agent in Charge and appropriate Assistant Director.
  - 2. Follow Up Actions:
    - a. Assist in establishing perimeters, i.e. inner and outer perimeters for containment, public safety and traffic control;
    - b. Evacuate victims and or potential victims;
    - c. Ensure notification of support personnel and identify staging area for:
      - (1) Ambulance/Rescue
      - (2) Fire
      - (3) Telephone/Communications
      - (4) SRT
      - (5) Negotiators
      - (6) Pilots
      - (7) Intelligence and Technical Services
      - (8) Hazardous Devices Unit
      - (9) Mobile Command Center

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- (10) Appropriate air-mobile medical transportation unit.
  - d. Establish a temporary Command Center pending arrival of the Mobile Command Center;
  - e. Collect Intelligence Information:
    - (1) Identify and detain witnesses;
    - (2) Interview witnesses;
    - (3) Gather background information; and
    - (4) Contact the Intelligence and Technical Services Section and request any relevant information.
  - f. Establish contact with suspect(s) using trained negotiators when possible;
  - g. Coordinate the activities of additional responding Agents; and
  - h. Brief first responding supervisory Agent.
- B. Responsibility Of Special Agent in Charge
- 1. Be present on all hostage and barricaded scenes, assess current status and appoint:
    - a. Intelligence Agent
    - b. Command Center Operations Agent
  - 2. Establish command liaison with command personnel from other agencies.
  - 3. Assess available information in order to plan with command team.
    - a. Evaluate danger;
    - b. Evaluate perimeters and ensure that all non-essential personnel are outside;
    - c. Evaluate support capabilities; and

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- d. Evaluate all options.
  - 4. Supervise efforts of all Bureau personnel.
  - 5. Establish communications with Bureau support personnel.
  - 6. Brief appropriate Assistant Directors on the situation.
  - 7. Establish liaison with news media in coordination with all agencies involved. It is recommended that:
    - a. Regular media briefings be established; and
    - b. The command team should be aware of the information released.
  - 8. Act as the electronic surveillance intercept listening post supervisor, if applicable (see Electronic Surveillance Intercept Procedures Manual).
- C. Responsibility Of Command Center Operations Agent
- 1. Select and secure site for the Mobile Command Center and advise Intelligence and Technical Services personnel of the exact location, and
    - a. Order telephone lines;
    - b. Order electrical power when directed by the Special Agent in Charge; and
    - c. Order Port-a-Johns when directed by the Special Agent in Charge.
  - 2. Communication of all available information.
  - 3. Maintain the chronological log record in the  
Command  
Center.
  - 4. Collect all available information and disseminate

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to appropriate personnel.

5. Identify available resources, i.e., Bureau personnel, rescue, fire, SRT, other agencies, etc.
  6. Assign Bureau personnel in conjunction with the Special Agent in Charge.
  7. Ensure pertinent material is available:
    - a. Maps
    - b. Phones
    - c. Radios
    - d. Blueprints
    - e. Telephone Numbers
    - f. Office Supplies
    - g. Food
    - h. Lights
    - i. Any Needed Item
  8. Brief Special Agent in Charge on information and actions.
  9. Plan for extended operations, i.e., additional personnel and resources.
  10. Operate Mobile Command Center radios.
- D. Responsibility Of Responding Negotiators
1. Contact Special Agent in Charge for briefing.
  2. Establish contact with suspect as soon as possible.
    - a. Establish and maintain Negotiators' Log;

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- b. Monitor and record conversations; and
- c. Maintain electronic surveillance intercept log, records, and audio tapes according to established evidence handling procedures as outlined in the "SBI Electronic Surveillance Intercept Procedure Manual," where applicable.
- 3. Establish area for conducting negotiations.
- 4. Ensure necessary equipment is brought to the mission.
- 5. Inform command personnel of the information available through negotiations.
- 6. Ensure notification of Chief Negotiator.
- E. Responsibility of Responding Investigative Agents
  - 1. Notify Command Center Operations Agent of arrival.
  - 2. Await assignment in the established waiting area.
- F. Responsibility Of Responding SRT Members
  - 1. Notify Command Center Operations Agent of arrival.
  - 2. Assess the need for immediate response through briefing by Special Agent in Charge.
  - 3. Establish SRT staging area.
  - 4. Debrief Intelligence Agent.
  - 5. Gather additional intelligence:
    - a. Photos
    - b. Medical Information
    - c. Lights

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- d. Communications
  - e. Locate person(s) with firsthand knowledge of the building or area.
  - f. Arrest and Search Warrants
  - g. Weather
  - h. Resources Available
- 6. Establish liaison with other tactical units and assess capabilities.
  - 7. Brief additional responding SRT members.
  - 8. Establish overview for plan development.
  - 9. Identify possible courses of action for recommendation to the Special Agent in Charge.
  - 10. Upon approval, finalize and implement plan of action.
- G. Responsibility Of Responding Intelligence and Technical Services Personnel
- 1. Deliver Mobile Command Center.
  - 2. Establish liaison with Command Center Operations Agent.
  - 3. Assess situation and formulate recommendations.
  - 4. Inform command personnel of capabilities and recommendations.
  - 5. Implement plan upon approval of Special Agent in Charge or designee.
  - 6. Fulfill electronic surveillance intercept responsibilities, if applicable.
- H. Responsibilities of Electronic Surveillance Intercept Listening Post Monitor
- 1. Monitor electronic surveillance intercepts.
  - 2. Maintain logs and records.

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3. Handle tapes according to established procedures.

**COMMAND CENTER OPERATIONS**

A. Definition:

A Command Center is the field on-site headquarters for the District where the Special Agent in Charge or designee directs operations involving Bureau personnel.

B. Situations Requiring Establishment of a Command Center:

1. In all situations involving the deployment of the SRT, hostage negotiators to a hostage or barricaded subject incident, or the deployment of the Clandestine Laboratory Search Team, the Special Agent in Charge will at the earliest possible time request activation of the Mobile Command Center.
2. All situations involving Bureau and other law enforcement agency personnel when agencies involved require an on-scene Command Center to make assignments and account for personnel as an investigation develops.
3. All situations the Special Agent in Charge or designee consider appropriate.

C. Characteristics and Requirements of Command Center

1. The size and layout of the Command Center should be sufficient to accommodate the personnel required for operation.
  - a. Special Agent in Charge
  - b. Other law enforcement agency officer in charge (one from each agency with jurisdiction)
  - c. Command Center Operations Agents (two per shift)
  - d. SBI Case Agent

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- e. Intelligence and Technical Services Agent(s)
  - f. Special Response Team Leader
  - g. Chief Negotiator
    - (1) District Negotiator(s)
    - (2) Local agency negotiator(s)
  - h. Adviser(s)
    - (1) Legal
    - (2) Psychologist
  - i. Electronic surveillance intercept listening post monitor
2. The Command Center should be located within the outer perimeter and, if possible, out of sight of the target location.
  3. The Command Center should have sufficient parking facilities for Command Center personnel.
  4. The Command Center should have parking facilities for all required emergency support vehicles if space is not available to stage these vehicles at the target location.
  5. The Command Center should have radio contact or other communication with Agents/officers at the scene.
  6. The Command Center will have restricted access and designated areas of access for all personnel assigned Command Center duties.
- a. The following personnel have access to all areas of the Command Center:
    - (1) District Special Agent in Charge
    - (2) Other agency(s) Officer in Charge
    - (3) Command Center Operations Agents

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- b. All other Command Center personnel have access only to the areas required to carry out their assigned duties.
- 7. The Command Center should have sufficient telephone(s) in order to conduct the activities of the Command Center.
  - a. A minimum of three telephones for Command Center operations:
    - (1) Command Center operations;
    - (2) Investigative/Intelligence leads; and
    - (3) Support/General purpose. Use for all incoming calls.
  - b. A minimum of one telephone exclusively for use by negotiator(s).
- 8. The Command Center should be divided into four separate areas:
  - a. Command Operations;  
A separate area where the District Special Agent in Charge or designee and other agency officers in charge can plan strategy.
  - b. Operations Center;
    - (1) Communications
      - (a) Capability to monitor/contact all Agent(s)/officers(s) at the scene;
      - (b) Capability to monitor/contact all Agent(s)/officer(s) on inner perimeter;
      - (c) Capability to monitor/contact all Agent(s)/officer(s) on outer perimeter;
      - (d) Capability to contact all support

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personnel on scene through the respective agency's communications officers;

- (e) Capability to contact all law enforcement personnel in standby status through their respective communication/liaison officer(s);
- (f) Capability to record all radio communications between the Command Center and all Special Response Team personnel on the scene;
- (g) Capability to record all telephone conversations between the hostage negotiator(s) and the suspect(s) or victim(s); and
- (h) Capability to record and monitor electronic surveillance intercepts.

(2) Situation Boards

Situation boards should provide an orderly, visual display of key data to all Command Center personnel.

- (a) Separate data should be maintained on the location and duration of post assignments of all Agents/officers at the target location.
- (b) Separate data should be maintained pertaining to all hostages, including current observations.
- (c) Separate data should be maintained pertaining to all suspects, including current observations.

(3) Chronological Log Record

Written chronology of events from beginning to end of Command Center operations. Rules of engagement and all other significant authorizations or activities should be included.

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- c. Negotiations Center
  - (1) "Quiet" area where all negotiations with a suspect(s) are conducted.
  - (2) Area restricted to negotiators and negotiator liaison Agent/officer. The negotiator liaison Agent or officer provides communication link between negotiators and Command Center personnel without interrupting negotiations.
  - (3) Liaison duty can be assigned to an "off duty" negotiator if sufficient negotiators are available.
- d. Assembly/Briefing/Staging Area
  - (1) This area should be separate from the other Command Center areas and is used for the following activities:
    - (a) Special Response Team staging and briefing area when separate SRT tactical Command Center has not been established.
    - (b) Staging and briefing area for all law enforcement personnel beginning or ending their assignment.
    - (c) Briefing area for all status reports and investigative/intelligence leads assigned to law enforcement personnel.
  - (2) The Assembly/Briefing/Staging area should be equipped to provide the following:
    - (a) Equipment storage;
    - (b) Feeding, resting, rest rooms, and dressing areas;
    - (c) Medical treatment area.

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**MOBILE COMMAND CENTER**

The primary purpose of the Mobile Command Center is to provide command assistance to operations initiated by Agents of the State Bureau of Investigation. The Mobile Command Center will be used to facilitate command functions during Special Response Team hostage missions, barricaded subject incidents, clandestine laboratory investigations, major crime scenes, and other situations when approved by the Director.

A. Activation

1. The Mobile Command Center will be activated upon the request of the District Special Agent in Charge, or designee, with the approval of the appropriate Assistant Director, for all situations involving barricaded suspect(s), hostage situations, clandestine laboratory investigations, major crime scenes, or other situations approved by the Director.
2. The Special Agent in Charge of the Intelligence and Technical Services Section may, with the approval of the appropriate Assistant Director, authorize the use of the Mobile Command Center for training of Bureau personnel.

B. Logistics

1. Storage

The Mobile Command Center will be maintained and stored by members of the Intelligence and Technical Services Section.

2. Delivery

- a. The Mobile Command Center will be delivered to mission sites by Agent personnel assigned to the Intelligence and Technical Services Section.
- b. Drivers of the Mobile Command Center must possess a valid Commercial Drivers License.

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3. On-Scene

Upon arrival at the mission site, the Mobile Command Center will be set up under the supervision of the delivering Agent. Day-to-day operation will be the responsibility of the District Command Center Operations Agents.

C. Operations and Staffing

1. The Mobile Command Center will be operated and staffed as defined under "Plan of Action for Responding to Barricaded Suspect(s)."

2. District Command Center Operations Agent

a. Organization

Each District will designate at least two  
District Command  
Center Operations  
Agents.

b. Selection

District Command Center Operations Agents will be selected based on recommendations by District Special Agents in Charge to the Assistant Director of Field Operations.

c. Training

District Command Center Operations Agents will be trained by Agents assigned to the Intelligence and Technical Services Section.

d. Activation and Chain of Command

(1) District Command Center Operations Agents will be assigned by the Special Agent in Charge whenever the Mobile Command Center is dispatched to an incident.

(2) Requests will be made by the District

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Special Agent in Charge.

- (3) District Command Center Operations Agents will be under the command of the responsible Special Agent in Charge or the Director's designee.

**ACTIONS REQUIRING APPROVAL OF THE SPECIAL AGENT IN CHARGE OR THE DIRECTOR'S DESIGNEE**

The following actions require the approval of the District Special Agent in Charge or the Director's designee:

- A. Forced entry;
- B. Sniper Fire as authorized under SRT Snipers and Observers, C. 2.;
- C. Use of Chemical Weapons;
- D. Permitting a contained situation to become mobile;
- E. Explosive breaching;
- F. Diversion device, unless a team member is faced with exigent circumstances which require immediate action; or
- G. Use of facial coverings, which will be authorized only for safety considerations.

**NON-NEGOTIABLE ITEMS**

The following items will be non-negotiable:

- A. Weapons
- B. Non-Prescription Drugs
- C. Alcohol (any deviation must have the approval of the Special Agent in Charge)
- D. Exchange of Hostages

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**ANNUAL REVIEW OF SPECIAL OPERATIONS**

- A. In order to assure proper utilization of Bureau resources and to provide services of the highest quality, the Assistant Director of Field Operations will conduct a review of the operation of the Special Response Team and Hostage Recovery Program on an annual basis.
- B. The annual review should include any recommendations for change in any of the programs based on post-incident critiques, participant recommendations, or the personal observations of the Assistant Director of Field Operations.

**CHECKLISTS AND RELEVANT INFORMATION**

- A. Checklist For First Arriving Agent
- B. Command Post Forms
  - 1. Check-in and Check-out logs
  - 2. Telephone Number Log
  - 3. Activity Log (Command Center/Negotiators)
  - 4. Physical Description Sheets (Suspect/Hostage)
  - 5. Single Party Consent Forms
- C. Telephone Rosters
  - 1. Bureau Employees
  - 2. SRT Members
  - 3. Negotiators
  - 4. Local Officials (DA, Medical, Law Enforcement, etc.)
- D. Miscellaneous Material
  - 1. Maps

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2. Blueprints
3. Additional items considered appropriate

**HAZARDOUS DEVICES UNIT**

- A. The State Bureau of Investigation will maintain an explosive disposal function to be known as the Hazardous Devices Unit.
- B. The Hazardous Devices Unit will be assigned to the Intelligence and Technical Services Section.
- C. The Hazardous Devices Unit will be administratively and operationally supervised by a Assistant Special Agent in Charge who will report to the Special Agent in Charge of the Intelligence and Technical Services Section.
- D. The Hazardous Devices Unit will be staffed by Special Agents who are trained as bomb disposal technicians. These Agents may be assigned to the Intelligence and Technical Services Section or serve in a contingency capacity, subject to priority call-out from assignments and duties in other Bureau units.
- E. Agents assigned to the Hazardous Devices Unit will answer to the Assistant Special Agent in Charge (Hazardous Devices Unit) and Special Agent in Charge (Intelligence and Technical Services Section) in all administrative and operational matters relating to the Hazardous Devices Unit.
- F. The Hazardous Devices Unit will maintain a bomb disposal vehicle which shall be kept in a ready condition for immediate response to calls from public safety agencies for bomb disposal services.
- G. The Hazardous Devices Unit will maintain an inventory of equipment to assure the capability for effective examination, render-safe, transport, or destruction of explosives or explosive devices. This equipment inventory will include:
  1. Truck or van with towing capability;
  2. Bomb transport trailer with containment vessel;
  3. Portable X-ray instrument & processor;

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4. Electronic stethoscopic equipment;
  5. Full protection body armor (Bomb suit);
  6. Cryogenic vessel and delivery system;
  7. Radiation detection instruments;
  8. Hand tool kits for each technician;
  9. Remote disrupter;
  10. Explosives and detonators;
  11. Bomb handling basket and blanket; and
  12. Remote-controlled bomb disposal robot.
- H. The Hazardous Devices Unit may respond to calls from law enforcement agencies, fire departments and established emergency management agencies under provisions of the General Statutes and the State Emergency Plan. The response by Bureau Hazardous Devices Unit personnel to any such call for assistance involving a known or suspected explosive device will be made by the Bureau exercising its original jurisdiction authority as set out in North Carolina General Statute 114-15 (b) (4) (5) (6) & (9).
- I. The responding hazardous devices technician will be responsible for the prudent, advised practice of recognized procedures for the identification, render-safe, transport or destruction of suspected or identified explosive devices to include where indicated:
1. Visual inspection;
  2. Radiological inspection;
  3. Stethoscopic inspection;
  4. X-ray inspection;
  5. Remote or robotic entry and/or disruption;
  6. Remote or robotic handling, removal, and/or

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- transport;
- 7. Destruction in-place; and
- 8. Cryogenic procedures.
- J. The hazardous devices technician in charge at the scene may authorize the use of hand entry procedures following X-ray examination to render-safe and disassemble explosive devices.
- K. The criteria for service as an authorized hazardous device technician with the Bureau Hazardous Devices Unit is:
  - 1. Graduation from the Hazardous Devices School Redstone Arsenal, Alabama; and
  - 2. Update training of at least 40 hours every year from Hazardous Devices School, International Association of Bomb Technicians and Investigators, Bureau of Alcohol and Firearms, Federal Bureau of Investigation, or other approved sources.
- L. A hazardous devices technician may enlist the assistance of sworn personnel for assistance in explosive disposal response with the following limitations and provisions.
  - 1. Only hazardous devices technicians may approach suspected or known explosive devices.
  - 2. Non-technician personnel may operate Bureau vehicles in support of technicians except during the actual transport of explosives or suspected devices.
  - 3. Non-technicians may not utilize examination, render-safe, disruption or destruction equipment in conjunction with a suspected or known device.
- M. The Hazardous Devices Unit will provide non-emergency services in the disposal of abandoned and decomposed explosives as a service to the public safety community. Disposal procedures will include:
  - 1. Visual inspection of the explosives;

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2. Use of buffering or diluting substances if indicated;
  3. Removal of explosives to a disposal site at least 100 yards from occupied premises;
  4. Notification of State Air Quality Office;
  5. Stripping, unwrapping or dividing of cartridges;
  6. Use of dunnage to support combustion;
  7. Remote or delayed ignition;
  8. Visual monitoring of the burn; and
  9. Burying of all remaining residues.
- N. The Hazardous Devices Unit shall not respond to routine bomb threat situations unless a high level threat situation exists as defined by an established threat analysis process or unless a suspicious item has been located.
- O. The Hazardous Devices Unit will respond to requests for assistance in explosive ordnance reconnaissance missions from local jurisdictions, the United States Secret Service, military explosive disposal ordnance units or other police bomb disposal officers.
- P. The Hazardous Devices Unit will provide training support to the public and private sectors, as approved by the Director, to include the following:
1. Explosives identification;
  2. Bomb and booby-trap precautions;
  3. Bomb incident investigation;
  4. Bomb threat management;
  5. Bomb threat planning and procedures;
  6. Bomb threat search procedures;

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7. Letter and package bomb precautions;
  8. BLEET instructor support;
  9. Terrorism countermeasures; and
  10. Dignitary protection (EOD).
- Q. Hazardous Devices Unit personnel are responsible for all Bureau reporting procedures relevant to bomb and explosives disposal operations.
- R. The examination, handling, render-safe, transport and/or disposal of a known or suspected explosive device, for which Bureau assistance has been requested, will be the responsibility of and at the sole discretion of the senior SBI Bomb Technician at the scene. This sole discretion and responsibility includes the authority to withdraw Bureau personnel and equipment in a situation where conflict with a requesting agency over plans, practices and/or procedures is not resolved to the complete satisfaction of the senior SBI Bomb Technician at the scene.
- S. The Hazardous Devices Unit equipment, including the bomb disposal robot, will be available to assist other Bureau Districts, Units, and Sections as follows:
1. Requests for support by Hazardous Devices Unit personnel and equipment in other than explosives and bomb disposal responses must be approved in advance by the Special Agent in Charge (Intelligence and Technical Services Section).
  2. In missions supporting other Bureau operations, Hazardous Devices Unit equipment will be operated exclusively by Hazardous Devices Unit personnel. Mission application decisions relating to non-bomb disposal of Hazardous Devices Unit equipment or the robot will be made by the Assistant Special Agent in Charge (Hazardous Devices Unit) or the Special Agent in Charge (Intelligence and Technical Services Section) and such equipment will be operated or supervised by Hazardous Devices Unit personnel during such applications.
- T. Requests for Hazardous Devices Unit assistance or

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response in situations involving known or suspected bombs, ordnance or explosive devices, suspicious items, found or recovered explosives, or questions about potentially dangerous situations will be processed as follows:

1. During operating hours, all requests for assistance will be made, routed or referred to the SBI Operations Center for coordination and communication. Operations Center personnel will determine the following information:
  - a. Is emergency response requested?
  - b. What potential explosive hazard is believed to exist?
  - c. Description of the explosive or suspected hazardous device.
  - d. Location and description of the target area.
  - e. Jurisdiction/agency of the requesting party.
  - f. Current disposition of public safety assets at the scene.
  - g. Call-back telephone numbers for authorities at the scene.
2. The Operations Center duty personnel will contact the Assistant Special Agent in Charge (Hazardous Devices Unit) who will assess the response need and determine which technicians will be notified for response or assignment. If the Assistant Special Agent in Charge (Hazardous Devices Unit) is not available, the Special Agent in Charge (Intelligence and Technical Services Section) will designate the technician for response or assignment.
3. The Assistant Special Agent in Charge (Hazardous Devices Unit) or the Special Agent in Charge (Intelligence and Technical Services Section) will notify the appropriate District Special Agent in Charge of the request, the planned response, and to request District support as needed for the response

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operation.

4. During periods when the Operations Center is not staffed, the Division of Criminal Information staff will respond in the manner described above. Contact with the Assistant Special Agent in Charge (Hazardous Devices Unit) and the Special Agent in Charge (Intelligence and Technical Services Section) should be attempted by telephone and pager.
  5. In situations when the Assistant Special Agent in Charge (Hazardous Devices Unit) will be unavailable for contact to coordinate response, the Assistant Special Agent in Charge (Hazardous Devices Unit) will provide a duty assignment roster for call-out of bomb disposal response personnel to the Operations Center, DCI, the Special Agent in Charge (Intelligence and Technical Services Section) and the on-call Assistant Director.
  6. If the Assistant Special Agent in Charge (Hazardous Devices Unit) or the Special Agent in Charge (Intelligence and Technical Services Section) cannot be reached in a reasonable length of time (about 30 minutes), the request should be forwarded to the U.S. Army 18th Explosives Disposal Unit, Fort Bragg, North Carolina, at telephone number (910) 436-5651.
- U. Requests for Hazardous Devices Unit assistance in training or consulting will be processed as follows:
1. All requests for training or consulting assistance from public safety agencies, governmental or private agencies or institutions, or private industry will be referred to the Assistant Special Agent in Charge (Hazardous Devices Unit) by telephone transfer, written message, or E-Mail.
  2. The person receiving the inquiry or request will ascertain the following:
    - a. Name, position, telephone number and location of the requesting person.
    - b. Nature of the business or service conducted by

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the requesting person.

- c. Type of training or consulting requested.
3. The Assistant Special Agent in Charge (Hazardous Devices Unit) will return the call to the requesting party and:
  - a. Ascertain the details regarding the problem or nature of the request.
  - b. Advise the type and degree of assistance available from the Hazardous Devices Unit to meet the request.
4. If the request is appropriate and assistance is practical, a tentative schedule will be suggested for the activity or the request will be forwarded to the appropriate technician for preliminary scheduling.
5. Upon agreeing to a tentative schedule, the assigned technician will advise the requesting person to write a letter of request to the Special Agent in Charge (Intelligence and Technical Services Section) formally requesting Bureau assistance including the topic, date, time, and place of the assistance.
6. The letter of request will be forwarded to the Assistant Special Agent in Charge (Hazardous Devices Unit) and to the assigned technician upon approval by the Special Agent in Charge (Intelligence and Technical Services Section).

**FEDERAL LAW ENFORCEMENT ASSISTANCE**

- A. Bureau Agents may request routine investigative assistance or emergency assistance directly from Federal law enforcement agencies.
- B. When long-term Federal law enforcement assistance is needed in major investigations, the request for assistance will be made by the Special Agent in Charge after consultation with the appropriate Assistant Director or the Director.

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**NATIONAL GUARD ASSISTANCE**

- A. In the event it becomes necessary to request National Guard assistance in an emergency situation, the Governor has the power to direct the Secretary of Crime Control and Public Safety to provide National Guard troops to conduct emergency operations to sustain life, and prevent, minimize, or remedy injury to persons and damage to property resulting from disasters due to natural or man-made causes pursuant to G.S. 143B-476.
- B. The Director will contact the Governor or designee to request National Guard assistance in an emergency situation.

**EMERGENCY SITUATIONS**

- A. The purpose of this procedure is to provide guidance for Bureau Agents responding to emergency situations. This procedure is applicable in situations involving natural and man-made disasters and civil disturbances. Disasters include floods, hurricanes, earthquakes, explosions, and tornadoes. Civil disturbances include riots, disorders and violence arising from dissident gatherings, marches, political gatherings, and labor disputes.
- B. The Director may coordinate the Bureau's response to emergency situations with the Secretary of Crime Control and Public Safety in accordance with Chapter 166A of the North Carolina General Statutes Emergency Management Act when appropriate. The Secretary of Crime Control and Public Safety has the authority pursuant to General Statute 166A-5(2) to activate the state and local plans applicable in emergency situations.
- C. The Assistant Director of Field Operations will be responsible for coordinating Bureau activities when the SBI is requested to assist in civil disturbances. The Assistant Director for Support Services will be responsible for coordinating Bureau activities in disaster situations by functioning as liaison between the SBI and the North Carolina Division of Emergency Management in carrying out the North Carolina Emergency Operations Plan.
- D. In the event a Bureau Agent is the first law enforcement officer on the scene of an emergency situation, the

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following procedures shall be followed:

1. Secure the area and set up a perimeter for the safety of law enforcement and emergency medical personnel.
  2. Request the assistance of the appropriate fire, medical or law enforcement service applicable to the situation.
  3. Advise appropriate Bureau supervisory personnel and the appropriate law enforcement agency.
- E. Bureau Agents may respond to emergency situations at the request of the law enforcement agency with primary jurisdiction. Bureau Agents may also be assigned duties in an emergency situation following contact with the Special Agent in Charge of the Intelligence and Technical Services Section by the Division of Emergency Management in putting into effect the Emergency Operations Plan. The Special Agent in Charge of the District in which the activity occurs will be responsible for coordinating Bureau activities.

In emergency situations, Bureau Agents may be requested to assist in duties other than investigative assignments. These duties may include:

1. Crowd control;
  2. Participating in arrests by:
    - a. fingerprinting;
    - b. photographing;
    - c. recording booking information; and
    - d. transporting arrestees.
  3. Providing security at command centers or other sensitive facilities; and
  4. Traffic control.
- F. Bureau agents will maintain issued equipment in a manner which will allow a rapid response to requests for

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assistance in emergency situations.

- G. Bureau vehicles and equipment designated for use in emergency situations, including but not limited to the Arson Response Vehicles, Hazardous Devices Unit equipment, Special Response Team equipment, Clandestine Laboratory equipment, and the Mobile Command Center Vehicle, will be inspected on a monthly basis to insure operational readiness.
- H. Communications during emergency situations will be coordinated by the agency with primary jurisdiction. When feasible, proper communication procedures and other crucial information will be addressed with all cooperating agencies in a briefing prior to initiating Bureau activity.
- I. If a command center is established by the agency with primary jurisdiction, communications will be coordinated through that command center. Any additional command center(s) will be established at the discretion of the Special Agent in Charge. Critical information such as medical emergencies, requests for additional personnel or casualty information will be reported directly to the command center.
- J. All media releases and public relations information will be coordinated by the Secretary of Crime Control and Public Safety, the Director of the State Bureau of Investigation or a designated spokesperson from the agency with primary jurisdiction.
- K. Legal issues will be addressed by the United States Attorney, the District Attorney or the Bureau Legal Counsel.
- L. Requests for additional law enforcement, military support personnel or other emergency services personnel will be made at the discretion of the Director, the Secretary of Crime Control and Public Safety (or designee), and the head of the law enforcement agency with primary jurisdiction or responsibility.
- M. Arrest and confinement procedures, including the handling of juvenile offenders and transportation needs, will be the primary responsibility of the appropriate local law enforcement agency.

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- N. The Special Agent in Charge will keep assigned Agents advised of the overall situation and the appropriate state of readiness for Agents and equipment during all phases of an emergency situation. At the conclusion of the situation, Agents will be advised to return to assigned duties by the Special Agent in Charge of the emergency situation.
- O. At the conclusion of emergency situation assignments, Agents' activities will be reported at the direction of the Special Agent in Charge.
- P. The SBI Emergency Situation Plan (Emergency Situations, Procedure 23 of the Policy and Procedure Manual) will be reviewed by the Special Agent in Charge of the Intelligence and Technical Services Section who will make, as needed, any recommendation for changes to the Director.